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GET THE MOST OUT OF YOUR PC WITH OUR PRACTICAL TIPS

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HOW TO...

Add reminders to Firefox

In our increasingly busy lives it can be all too easy to forget important events and deadlines. **Lynley Oram** shows you how to use your Firefox web browser and ReminderFox to keep track of the dates you make

Most of us don't need to be reminded constantly of the date; these days it's displayed everywhere from your mobile phone to your PC. A simple calendar on the wall in the kitchen will do for most things, but it won't remind you that Great Aunt Martha's birthday is next week, or that you've got a week to go before your tax return deadline. This is where a program such as ReminderFox can help. It is an extension to the Firefox web browser (www.mozilla.com/firefox).

1 Go to <http://reminderfox.mozdev.org>. Click on the Installation link at the top of the window. It's the third option along, after Home and FAQ. The FAQ is a good place to

start if you'd like to know more about the program before you begin. On the Installation page, click on the link to the latest version of the program. Here it's ReminderFox 0.5.8.3. If a notification box appears telling you that the page is encrypted, click OK. Click the Install Now link in the next page, then click on the Install Now button in the dialog box that appears. Restart Firefox.

2 When you've restarted the web browser, double-click on the icon that looks like a tied ribbon in the bottom right-hand corner of the window. This opens the ReminderFox dialog box. First select the date on which you want the reminder to occur, then a brief description of

the event. Click on the button with the blue grid icon to hide or show the calendar. This is handy if you want to work out how far in advance you'd like to be reminded of an event. When you've finished, click Add. To wipe out all the reminders you've added in this session, click Revert. To clear a single mistake, right-click on the item and select the Delete Reminder option from the pop-up menu.

3 The ribbon icon on the status bar is colour coded. It's red if a reminder is for today. For forthcoming reminders it's blue, and if there are no reminders at all, it's grey. Hover your mouse pointer over the icon to see the reminders in full. **ES**